



County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

October 23, 2007

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to be "W. T. Fujioka", is written over the printed name.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

COMMUNITY AND SENIOR SERVICES - MANAGEMENT APPOINTMENT

Consistent with the August 4, 1998 Board-approved policy on managerial appointments, we have reviewed and recommend Board approval of Ms. Cynthia Banks, Director of Community and Senior Services Department (CSS), request to the appoint of Ms. Margaret Quinn to the position of Assistant Director, Community and Senior Services Department, (UC), Item 8230A, at an annual salary of \$134,286.48 - Range 13 salary structure which represents a 13 percent salary increase.

Ms. Quinn began her County career working for the Department of Public Social Services serving in various management positions and has over thirty-one years of County experience. Ms. Quinn most recently held the payroll title of Division Chief, Public Social Services. Her responsibilities included directing four subordinate managers responsible for overseeing a total of 50 employees who worked on the CalWORKs, Food Stamp, General Relief, GAIN and Cash Assistance Program for Immigrants (CAPI); served as the department's project manager for implementing Quarterly Management Reporting, Electronic Benefits Transfer, and CalWORKs Time Limits. She also functioned as the department's Homeless Coordinator developing intervention strategies to avert homelessness for client population. She worked on efforts to decrease the Food Stamp error rate; enhance service strategies for elderly and disabled adults as part of the County's CAPI program; and increase education, training and employment rates for CalWORKs participants.

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Ms. Quinn holds a Bachelor of Arts degree in English and has completed two management development certificate programs offered by the Los Angeles County Learning Academy; Division Chief Program – Leadership Essentials for County Managers, and Bureau Chief Executive Leadership Program - Practical Leadership in An Era of Turbulence – A Diagnostic Approach for Decision Making.

Ms. Quinn will serve as the Administrative Deputy and will be responsible for managing, through subordinate managers, all central administrative functions for CSS, including Human Resources, Internal Support Services, Contract Management, Centralized Compliance, Information Systems Management, and Financial Management. Her overall County experience and seasoned managerial skill-set will make her a critical asset to Ms. Banks' leadership team.

Based on this information, we recommend the approval of Ms. Banks' request. In accordance with the policy on managerial appointments, please advise this office if you would like this request placed on an upcoming agenda for Board action. Unless otherwise instructed by Monday, November 5, 2007, we will authorize the Community and Senior Services Department to proceed with the appointment.

If you have any questions or need additional information, please contact me, or your staff may contact Rosemary Gutierrez at (213) 974-0564.

WTF:GP:SS
RMG:ap

c: Executive Officer, Board of Supervisors
Director of Human Resources